

**MINUTES OF ACTION
OF THE
BOARD OF DIRECTORS
GRANBY SANITATION DISTRICT
Acting by and through its Wastewater Activity Enterprise
September 11th, 2024**

The regular meeting of the Board of Directors of the Granby Sanitation District was duly called to order at the Granby Sanitation District Treatment Plant on Wednesday, September 11th, 2024, at 7:01 p.m. by President Debra Brynoff. Present in person were Board members Debra Brynoff, Casey Farrell, and Chaz Fox; also in attendance were District Administrator Tom Swift and District legal counsel Katie Randall of Whitmer Law Firm. Present Via Zoom were Board Member Chuck Crossan, and Mike Trbovich from Miller & Associates. Board Member Kelly Greisch's absence was excused by the Board.

The Board reviewed the final draft of the Pre-Inclusion Agreement for the West Granby Minor Subdivision with Terra Firma. The Legal notice posting for the Inclusion Hearing of the West Granby Minor Subdivision was presented and posted on in the Middle Park Times and Sky Hi News on Wednesday, August 28th, 2024. Having received no public comments or objections to this inclusion, the Board moved to vote for the inclusion of the West Granby Minor Subdivision with approval contingent on the following conditions:

- a. Confirmation from the Town of Granby that Note 7 is on the plat.
- b. Confirmation that the final plat has been approved and recorded.
- c. Insert recording information for plat into Pre-Inclusion Agreement.
- d. Execution of the Pre-Inclusion Agreement by both parties.
- e. Receipt of Order of Inclusion from the court.
- f. Recordation of Pre-Inclusion Order and signed Pre-Inclusion Agreement in real estate records.
- g. Compliance with terms and conditions of Pre-Inclusion Agreement by Terra Firma.

Casey Farrell moved to approve the Pre-Inclusion Agreement and the Inclusion of the West Granby Minor Subdivision into Granby Sanitation District Boundary subject to the completion of conditions A-G mentioned above. The motion was seconded by Chaz Fox and unanimously approved.

Mike Trobovich and Hopper Becker reviewed a recent meeting with Hensel Phelps regarding outstanding punch list items. It was noted that Hensel Phelps is still working on completing three outstanding punch list items, including presenting completed as-built drawings to the District. It was noted that the Board has authorized final payment in the amount of \$204,621.45, with \$40,000 retainage for outstanding punch list items. Mike Trobovich will continue to oversee the punch list aspects of this project and will seek a timeline for completion from Hensel Phelps. It was noted that

the repairs to the valve boxes must be completed prior to winter as it will affect snow plowing operations.

Mike Trobovich reviewed the issues with the asphalt at the property and presented the Asphalt Warranty Claim to the Board that was recently filed with Hensel Phelps. It was noted that under this warranty claim, Hensel Phelps has until February of 2025 to complete the warranty claim. At a recent onsite meeting, Hensel Phelps presented District staff with a proposal to replace a small section of asphalt in front of the solids Handling Facility with concrete, at M&A's engineering specifications, if the district will void the warranty claim. District Staff and Miller & Associates engineers have reviewed the proposal and have prepared a counter proposal to include slightly thicker concrete and an extension of a concrete drainage swale. It was noted that this area is the most heavily trafficked area of the plant with heavy dumpsters frequently being moved and concrete will present a more durable working surface.

It was moved by Casey Farrell to approve the counter proposal by Miller & Associates to remove the asphalt in the specified area and replace with 6 inches of concrete, per specifications, and extend the concrete drainage swale as presented in the drawings. The motion was seconded by Chaz Fox and unanimously approved.

Mike Trobovich reviewed work that has been completed on the metals removal pre-design agreement. He noted that Miller & Associates has been working with equipment suppliers and local sewage treatment facilities to identify the most suitable technology for the removal of metals at Granby Sanitation District. Miller & Associates is working on getting district staff out on site at other treatment facilities that use the identified technologies to review functionality and operational questions. Upon completion of facility tours and identifying the most applicable technology, bench testing will ensue with equipment manufacturers. If positive results are seen in bench testing, an onsite pilot study may be needed to determine applicability to the District's effluent.

The minutes from the regular meeting held on August 14th were considered. Chaz Fox moved to approve the minutes as presented. The motion was seconded by Chuck Crossan and unanimously approved.

Next, the August 2024 bills listing and financial reports were reviewed. Chaz Fox moved to pay the bills and approve the financial reports. The motion was seconded by Casey Farrell and unanimously approved.

The delinquency report was reviewed, there were no account holders in attendance. Casey Farrell moved to authorize staff to proceed with collection and disconnection proceedings on accounts 4910.4 & 32900.6. The motion was seconded by Chaz Fox and unanimously approved.

Hopper Becker presented the operations report and discussed the following topics:

- Browns Hill Engineering is currently working on the budgeted PLC replacement at the plant. The main PLC replacement will need to be done overnight and may require overtime from some operators.
- The blower refurbishment from LoneStar blower will begin upon completion of the PLC replacement.
- August has presented a lot of field work with new home connections and many sewer line connections occurring. Many contractors in the field have been educated on proper procedures for connecting to sewer mains.
- Simon Pipeline Services completed sewer line jetting & root removal in the District owned sewer mains in August. It was noted that many areas are seeing high root penetration.
- Hopper reviewed the outfall relocation project status with Northern Water. It was noted that a meeting is being scheduled with CDPHE, Northern Water & District Staff to inquire about the effects of changing the outflow location to the District's discharge permit limits. It was noted that even with CDPHE approval, easements will be required to pass through neighboring lands and a recent death has put this project on hold as there is uncertainty of land ownership.
- Hopper noted that he and Administrator Swift have been working on the budgeting process to develop the 2025 budget. Hopper noted that many of the equipment items in the plant are nearing the end of their life cycles and the operational budget for 2025 may need to increase.
- Hopper requested the Board allow District Staff to redesign the Granby Sanitation District Logo. The Board authorized staff to complete a preliminary logo revision, pending Board approval. It was noted that many items such as stationery would need to be re-ordered if a new logo was chosen.
- Hopper noted that he would like to schedule a topping off party for the new Solids Handling Facility in late September or early October. The Board, District staff and family and select contractors will be invited to the party.

Tom Swift presented the Administration report as written and reviewed the following topics.

- HR Items: Direct Deposit has been added to our Sage 50 account and the District should be ready to pay staff via direct deposit at the September 30th payday. Tammy Granger has been removed from District benefits (Dental and Health Insurance) effective September 30th, 2024. Tom Swift is working on updating HR forms such as Disciplinary Action forms, etc.
- Bank Accounts: Tom Swift has been working with US Bank to get the proper paperwork submitted for the Administrator position change. Tom has been added as a secondary check signer and Tammy Granger has been removed as a check signer. Tammy's SinglePoint logon has been removed. Deb Brynoff and Tom are waiting on mobile tokens to be issued from US bank in order to create the account logon for Tom. Now that Direct Deposit has been set up, US Bank has advised on the addition of a fraud protection measure called ACH positive pay, which will cost the district \$10.00 a month.
- Tom presented an updated on the conversations with the School District regarding potential reclassification of the old Elementary School for a different use. It was noted that as of this

meeting the EGSD has not designated the property for another use, Tom will continue to work with the school district to evaluate SFE counts based on uses. The re-designation would need to be complete prior to the 4th quarter billing cycle. Tom will complete SFE transfers from the old middle school and the old charter school accounts to the new elementary school account, with 15 total SFE currently being transferred. Current school year SFE calculations will occur on October 1, 2024.

- District staff recently met with SGM engineering regarding the North Service Area Water Treatment Plant. Concerns regarding the WTP's outflows were reviewed and District staff feel comfortable with the outflows from this plant. A will serve letter has been issued to the Town of Granby for this new water treatment plant and at current specifications the plant will billed 7.20 SFE.

In the Attorney's report Katie Randall stated that Whitmer Law Firm will be increasing their rates by 3% in 2025 to account for inflation and cost of living increases.

There being no further business to come before the Board it was duly moved by Casey Farrell, seconded by Chaz Fox and unanimously adopted that the meeting stand adjourned at 9:03 p.m.

APPROVED

Casey Farrell, Secretary